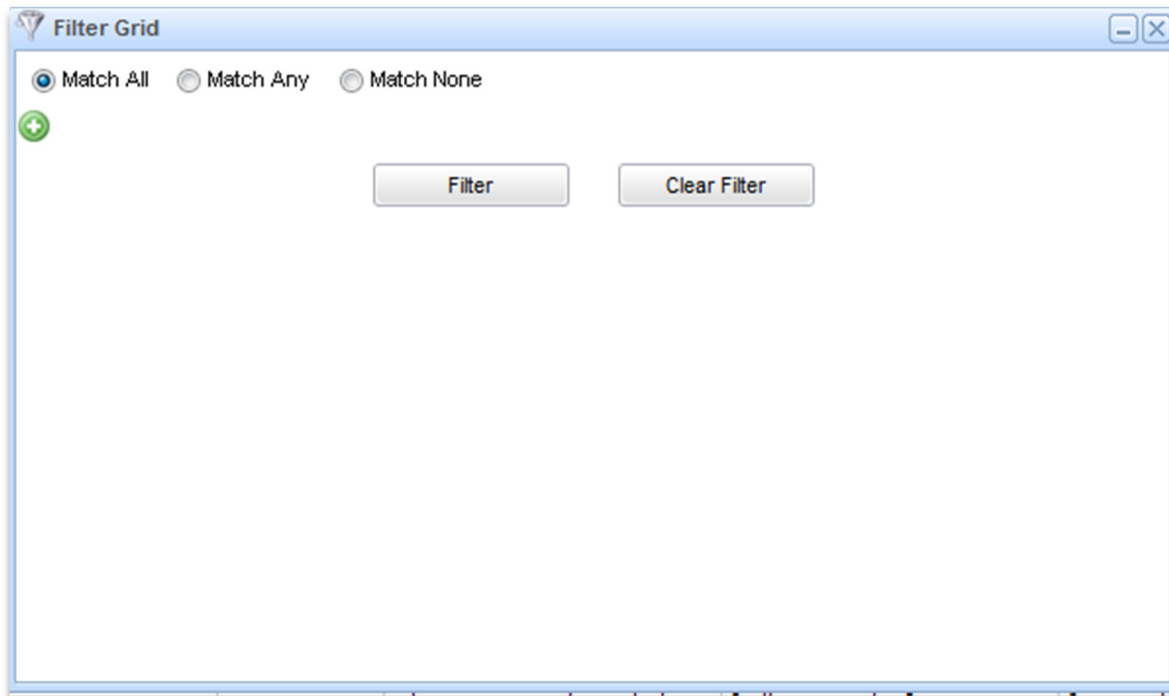![Predictive SOLUTIONS logo]

The "Criteria" which has been the standard methodology for refining searches for reports, has remained unchanged. In addition to this search tool, we have added a filtering tool to allow refined searches of the data. The filters tool is a supplement to the "Criteria" field and allows unique filtering applications to be applied to the dataset.

The filter icon is a funnel and displayed as such on the grid toolbar:

To access the filter feature, simply click on the icon. A pop-up will appear, as seen below.

The first qualifier necessary to set, especially if there are multiple filtering rules applied, is the matching statement. Here is a summary:
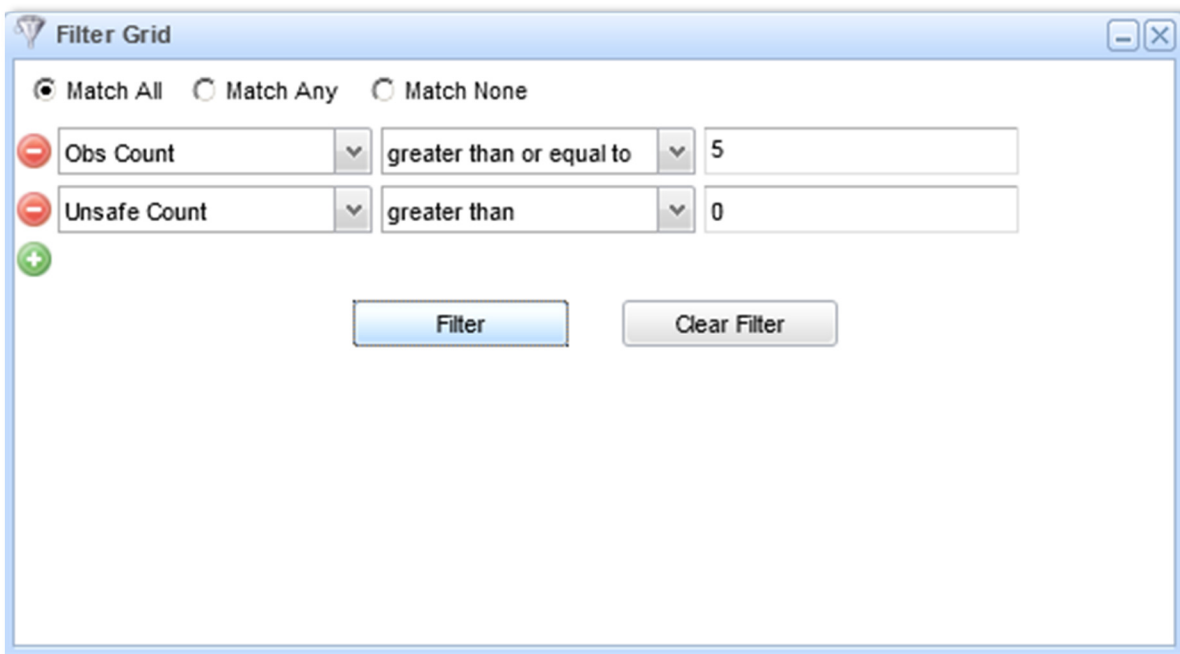
- **Match All** – this ensures all filtering rules are applied equally
- **Match Any** – this will look at all of the rules and return any one of the group
- **Match None** – this will allow you to capture datasets outside the filtered rules applied

Once you decide on the matching criteria, click on the green + sign located in the upper left corner of the Filter Grid pop-up. This will enable you to apply a filter.

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When creating a filtering rule, you will be asked to apply three sets of information to make up a rule:

1. Metric – what metric do you want the rule applied to? Examples include Unsafe Count, Observation Count, and Safety Observation Count
2. Logic – this defines how the metric will be filtered or sorted. Examples include 'contain', 'equal to', 'greater than', 'less than', etc.
3. Specifics – this open field allows you to enter a numerical value or specific text or word.

Here is an example of a filtering rule:

This filtering rule will return all inspections that have five or more observations **and** at least one or more unsafe observations.

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